

Kareeberg Municipality

2010/11

[IDP PROCESS PLAN]

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INTEGRATED DEVELOPMENT PLANNING

Preparation

Drafting an IDP requires a comprehensive planning process and the involvement of a wide range of role-players from inside and outside the Municipality. Such a process has to be properly organised and prepared. The purpose of this document is to indicate the institutional preparedness of the Municipality for the Integrated Development Planning process.

SECTION 1

PROCESS PLAN

In order to ensure that the Integrated Development Planning process complies with certain minimum quality standards and that proper co-ordination between and within the spheres of government is established, the preparation of the **Process Plan** is regulated by the Municipal Systems Act, 2000.

The Municipality must notify the local community of the particulars of the process it intends to follow. The **Process Plan** has to be submitted and adopted by the relevant Municipality, and then be submitted to the Provincial MEC responsible for Local Government on or before 31 March.

The **Process Plan** should fulfil the function of a business plan and should stipulate in simple terms what has to happen, when, by whom, with whom, and where.

(a) Introduction

The Integrated Development Planning is about the municipality analysing the existing level of development, identifying the present situation and the strengths and weaknesses of the local authority. This determines the vision, mission and key performance areas, strategies and objectives. The identification of projects and programmes to address the issues follows this process. It is critical to link the planning to the Municipal budget and performance management to ensure that identified projects are directed by the IDP. During this process community participation and Provincial and National legislation will be of the utmost importance.

The Integrated Development Planning process comprises:

Five year IDP Planning:

- Phase 1: Analysis
- Phase 2: Strategies
- Phase 3: Projects
- Phase 4: Integration
- Phase 5: Approval

(b) Institutional Arrangements

The elected Council is the ultimate decision-making forum on IDP's. The role of participatory democracy is to inform, negotiate and comment on those decisions, in the course of the planning process.

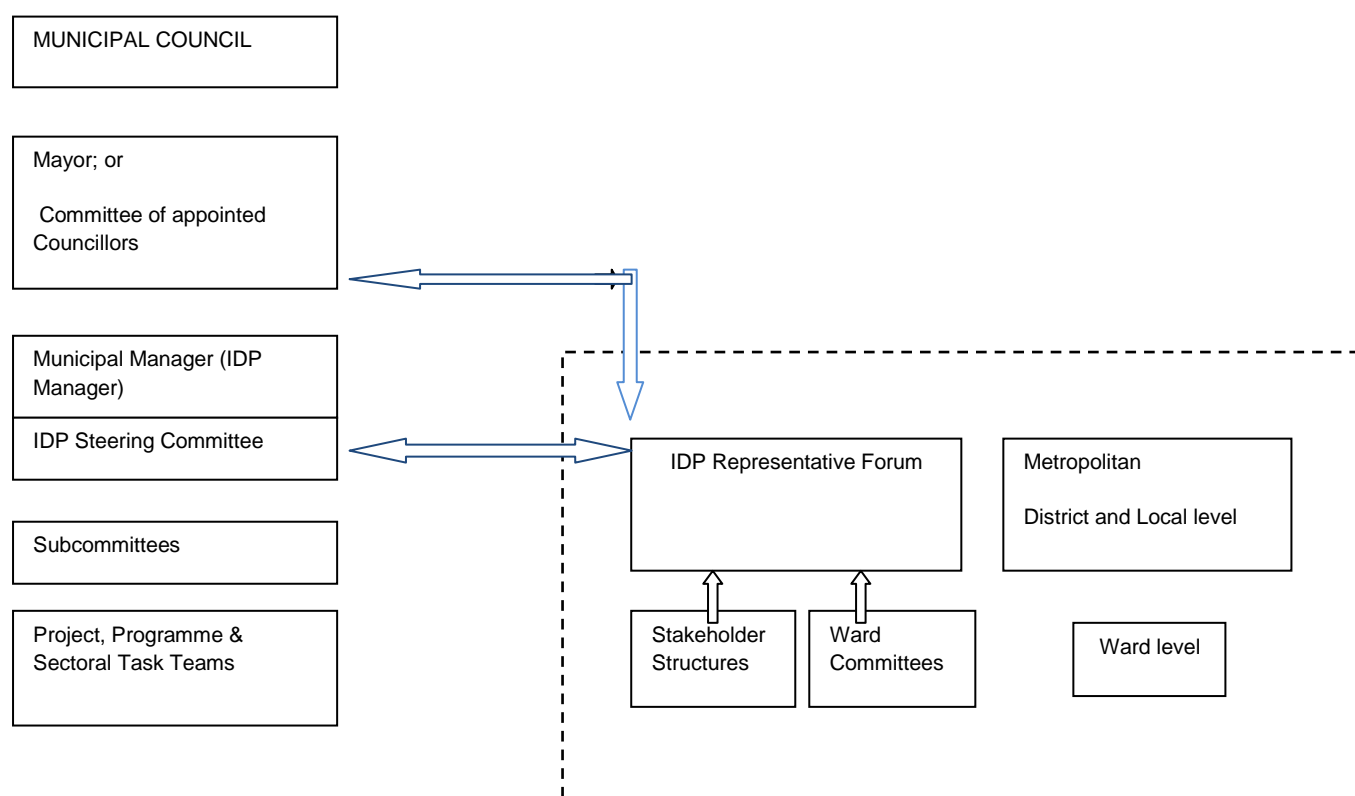
The following positions and structures are recommended and will serve as a guide:

- IDP Representative Forum
- Municipal Manager or IDP Manager
- IDP Steering Committee
- Project, Programme and Sectoral Task Teams

The IDP Manager, IDP Steering Committee and IDP Representative Forum are structures required throughout the Integrated Development Planning process.

The Project, Programme and Sectoral Task Teams will be small operational teams composed of a number of relevant municipal sector departments and technical officials involved in the management of the implementation and, where appropriate, community stakeholders directly affected by the project and programme.

Proposed Integrated Development Planning Structure



(c) Establishment Process

- Committee of Appointed Councillors should, in consultation and with support of the Municipal Manager:

- ✓ Define Terms of Reference for the IDP Manager and Steering Committee
 - ✓ Identify an appropriate IDP Manager, taking into consideration the importance of IDP
 - ✓ Assign responsibilities to the Municipal Manager regarding the drafting of the IDP;
 - ✓ Identify and nominate suitable candidates for the Steering Committee, ensuring that all relevant issues (e.g. LED, spatial, housing, finance etc.) have at least one responsible Senior Official; and
 - ✓ Include Portfolio Councillors where applicable.
- (ii) The newly established IDP Steering Committee should be responsible for the establishment of the IDP Representative Forum by:
- ✓ Defining Terms of Reference and criteria for members of the IDP Representative Forum; and
 - ✓ Informing the public about the establishment of the IDP Representative Forum and request submission of applications from stakeholders/community groups indicating goals, objectives, activities, numbers of members, and constitution.
- (iii) IDP Steering Committee to:
- ✓ Establish subcommittees (if necessary) and decide on relationships/reporting mechanisms;
 - ✓ Appoint the secretariat

(d) Roles and Responsibilities

- (i) Mayor / Committee of Appointed Councillors
- (ii) The Municipality
- (iii) IDP Manager
- (iv) IDP Steering Committee
- (v) IDP Representative Forum
- (vi) Stakeholder and Community Representatives
- (vii) Provincial Government
- (viii) Support Providers and Planning Professionals
- (ix) District Municipality

(e) Public Participation

The structures, composition and positions may vary between different categories and types of Municipalities to suit the available human and institutional resources, but the proposed generic arrangements are recommended as a minimum requirement, and are based on the following principles:

- Public participation has to be institutionalised to ensure that all residents have an equal right to participate; and
- Structured participation must specify who is to participate, on behalf of whom, on which issues, through which organisational mechanisms and to what effect.

Public participation is not equally relevant and appropriate in each stage of planning, and not all participation procedures are equally suitable for each planning step. To

limit participation costs, to avoid participation fatigue, and to optimise the impact of participation, the mechanisms of participation will have to differ from stage to stage.

PROPOSED PLANNING ACTIVITIES AND PUBLIC PARTICIPATION

Five Year IDP Planning

Phase 1: Analysis

- Community and Ward Committee meetings organised by councillors
- Stakeholders meetings
- Sample surveys (if necessary)
- Opinion polls (on certain issues if necessary)
- IDP Representative Forum

Phase 2: Strategies

- Strategy workshops, with IDP Representative Forum of all Municipalities, sector provincial and national departments and selected representatives of stakeholder organisations and resource people.
- Stimulation of public debated through public events like public meetings, press conferences, etc.

Phase 3: Projects

- Municipality-wide Projects/Programmes
 - Technical subcommittees with few selected representatives of stakeholders organisations/civil society
 - IDP Representative Forum
- Localised Community Level Projects/Programmes
 - Intensive dialogue between technical subcommittees and affected communities/stakeholders
 - IDP Representative Forum

Phase 4: Integration

- IDP Representative Forum

Phase 5: Approval

- Broad public discussion/consultation process within community/stakeholder organisations
- Opportunity for comments from community and stakeholder organisations
- IDP Representative Forum

Annual Implementation

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------|
| <ul style="list-style-type: none"> • Operational Business Plans • Municipal Budget • Monitoring and Evaluation • Reporting | } | IDP Representative Forum |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------|

(f) Process Programme

The following is a proposed Integrated Development Planning Process that a Municipality could follow:

INTEGRATED DEVELOPMENT PLANNING PROCESS

1. FIVE YEAR IDP PLANNING PROCESS**1.1 Phase 1: Analysis**

- (a) Legal Framework Analysis
- (b) Leadership Guidelines
- (c) Municipality Technical Development Analysis
- (d) Community and Stakeholder Development Analysis
- (e) Institutional Analysis
- (f) Economic Analysis
- (g) Socio-Economic Analysis
- (h) Spatial Analysis
- (i) Environmental Analysis
- (j) In-depth Analysis and identification of Key Development Priorities

1.2 Phase 2: Strategies

- (a) Identifying a Vision, Mission and Value System
- (b) Perform a Gap Analysis
- (c) Identify Key Performance Areas (KPA's)
- (d) Determine Strategies and Development Objectives

1.3 Phase 3: Projects

- (a) Evaluation and Prioritisation of Projects and Programmes
- (b) Formulate Project and Programme Proposals in terms of:
 - KPA's
 - Objectives and Key Performance Indicators (KPI's)
 - Measures
 - Targets
 - Initiatives
 - Locations
 - Target Dates
 - Responsibility
 - Cost/Budget implications
 - Source of Finance
- (c) Compile Five Year Operational Business Plans which will include the identified Projects and Programmes

1.4 Phase 4: Integration

- (a) Screening, revision and integration of projects, programmes and Sectoral Operational business Plans
- (b) Institutional restructuring and alignment
- (c) Performance Management System
- (d) Compile an Integrated Communication Plan

1.5 Phase 5: Approval

- (a) District alignment
- (b) Public comments
- (c) Provincial/National alignment
- (d) Final approval by the Municipal Council

2. ANNUAL IMPLEMENTATION

- 2.1 Compiling Operational Business Plan
- 2.2 Compiling Municipal Budget
- 2.3 Monitoring and Evaluation
- 2.4 Reporting

(g) Process Timeframe

1	PREPARATION		
1.1	Process Plan Drafting and Approval		
1.2	District Framework ork Drafting & Approval		
2	FIVE YEAR IDP PLANNING PROCESS		
2.1	PHASE 1: ANALYSIS		
a	Community & Stakeholder Development Analysis		
b	Municipal Technical Development Analysis		
c	Institutional Analysis		
d	Economic Analysis		
e	Socio-Economic Analysis		
f	Spatial Analysis		
g	Environmental Analysis		
h	Legal Framework ork Analysis		
i	Leadership Guidelines		
j	In-depth Analysis		
2.2	PHASE 2: STRATEGIES		
a	Vision, Mission and Values		
b	Gap Analysis & KPA's		
c	Strategies & Development Objectives		
2.3	PHASE 3: PROJECTS		
a	Identify Development Project		
b	Formulate Project and Programme proposals		
c	Sectoral Operational Business Plans		
2.4	PHASE 4: INTEGRATION		
a	Screening, revision & integration of projects & programmes		
b	Institutional restructuring		
c	Performance Management		
d	Integrated Communication Plan		
2.5	PHASE 5: APPROVAL		
a	District Alignment		
b	Public Comments		
c	Provincial and national alignment		
d	Final Approval and Submission to MEC for comments		
e	Final Advertisement		
3	ANNUAL IMPLEMENTATION		
a	Operational Business Plans		
b	Municipal Budget		
c	Monitor and Evaluate		
d	Reporting		

(h) IDP Table of Contents

The form and content of a Five (5) Year IDP are largely subject to the discretion of a Municipality. The following is an example and should not inhibit any other creative ideas:

PROPOSED IDP TABLE OF CONTENTS

1. Introduction
2. Preparation Process
 - 2.1 Process Plan
 - 2.2 District Framework
3. Vision, Mission and Values
4. Existing Development Analysis
 - 4.1 Legal Framework Analysis
 - 4.2 Leadership guidelines
 - 4.3 Technical Analysis (Basic facts, figures and Key Development Priorities)
 - 4.4 Summary of Community and Stakeholder Analysis (Key Development Priorities)
 - 4.5 Institutional Analysis (Strengths and Weaknesses)
 - 4.6 Economic Analysis (patterns, trends, opportunities and threats)
 - 4.7 Socio-economic Analysis (poverty situations, gender issues, opportunity and threats)
 - 4.8 Spatial Analysis (patterns, trends, opportunities and threats)
 - 4.9 Environmental Analysis (trends, potential disasters, opportunities and threats)
 - 4.10 In-depth Analysis and Identify Key Development Priorities
5. Development Strategies
 - 5.1 Key Performance Areas
 - 5.2 Strategies and Development Objectives
 - 5.3 Summarised list of specific identified Development Projects, Programmes and Sectoral Plans
6. PROJECTS

Project, Programme and Sectoral Plan Proposals (one page each) linked to Performance Management details
7. Institutional Organisational Structure
 - 7.1 Committee system, community participation, decision-making process (all on diagram)
 - 7.2 List of by-laws
8. Performance Management System including a list of Performance Based Contracts
9. Sectoral (departments) Five Year Operational Business Plans
10. Specific Plans/Frameworks
 - 10.1 Communication Plan
 - 10.2 Financial Plan (including capital)
 - 10.3 Spatial Development Framework
 - 10.4 Disaster Management Plan
11. Implementation Plan
 - 11.1 Monitoring and Evaluation
 - 11.2 Reporting

(i) Binding National and Provincial Plans, Planning Requirements and Legislation

To ensure that all relevant binding National and Provincial legislation as well as other policies, programmes, strategies and available funds are considered in the Integrated Development Planning process. Municipalities should be aware of all the relevant information. In order to use synergies and minimise costs, Districts should provide Local Municipalities with the required information.

Use opportunity of engaging with National, and Provincial sector departments to establish contacts for alignment and outline the need for information on policies, programmes and funds, to ensure that the IDP is in line with sector requirements and can attract sector budgets.

It is proposed that District Municipalities, with the support of the Provincial IDP Co-ordinator, prepare a list of Provincial Legislation, Plans, Programmes and other important National information for the **District Framework** workshop. A list of National Legislation applicable to the functions of Local Government is attached as Annexure B.

The following is an example of a list of Provincial and National Sectoral Plans, Programmes and Policies:

PROVINCIAL AND NATIONAL PLANS/POLICIES

- Water Services Development Plan;
- Integrated Transport Plan;
- Integrated Waste Management Plan;
- Land Development Objectives (to be replaced by spatial planning as a requirement to be incorporated as a component in the IDP)
- Housing strategies and targets;
- Coastal management issues;
- Local economic development strategies;
- Integrated infrastructure planning;
- Integrated energy planning;
- Spatial framework
- National Environmental Management Act principles;
- Development Facilitation Act principles;
- Environmental Implementation Plans; and
- Environmental Management Plans

(j) Activity and Resource Plan

Considering the Proposed Integrated Development Planning Process (Process Programme) and that in terms of the Municipal Finance Management Act, Section 15 that prescribes that Municipalities must prepare draft budgets ready for discussion at the end of 31 March, the following **Activity and Resource Plan** is proposed:

ACTIVITY AND RESOURCE PLAN					
Serial No	Planning Activity	Type of Event	Community Participation	Time required (weeks)	Special Resource Requirements
1.	PREPARATION – Commencement Date				
1.1	Process Plan Drafting & Approval	Desk Work		4	Facilitation Specialists
1.2	District Framework Drafting & Approval	District Workshop			
	Completed:		Total weeks	4	
2.	IDP PLANNING PROCESS				
	PHASE 1: ANALYSIS				
2.1 (a)	Community & Stakeholder Development Analysis	Rep Forum Workshop	X	4	Specialists
(b)	Municipal Technical Development Analysis	Desk Work		4*	
(c)	Institutional Analysis	Steering Committee		2*	
(d)	Economic Analysis				
(e)	Socio-Economic Analysis	Desk Work	X	4	
(f)	Spatial Analysis			4*	
(g)	Environmental Analysis		X	4*	
(h)	Legal Framework Analysis			4*	
(i)	Leadership Guidelines	Executive Mayor or EXCO Chairperson		4*	Facilitator
(j)	In-depth Analysis	Rep Forum Workshop	X	2	
	Phase 1:		Total weeks	10	
2.2 (a)	PHASE 2: STRATEGIES				
(b)	Vision, Mission & Values		X	1	Facilitator
(c)	Gap Analysis and KPA's		X	1	
	Strategies & Development Objectives	Rep Forum Workshop	X	2	
	Phase 2:		Total weeks	4	
2.3 (a)	PHASE 3: PROJECTS				
(b)	Identify Development Project	Desk Work		2	
(c)	Formulate Project & Programme Proposals	Desk Work & Rep Forum Workshop	X	4	
	Sectoral Operational Business Plans	Desk Work & Rep Forum Workshop	X	4*	
	Phase 3:		Total weeks	6	
2.4 (a)	PHASE 4: INTEGRATION				
(b)	Screening, revision & integration of projects and programmes	Desk work & Rep Forum Workshop	X	2	Facilitator
(c)	Institutional restructuring(Summary & inclusion of available sector plans)	Desk work & Rep Forum Workshop	X	2*	
(d)	Performance Management	Desk work & Rep Forum Workshop	X	2	
	Integrated Communication Plan	Desk work & Rep Forum Workshop	X	2*	
	Phase 4:		Total weeks	4	
2.5 (a)	PHASE 5: APPROVAL				
(b)	District Alignment	District Workshop		4	Facilitator
(c)	Public comments	Rep Forum Workshop			
	Provincial & National Alignment	Steering Committee	X		
(d)	Final Approval, including submission to the MEC and final Advertisement	Councils			
	Phase 5:		Total weeks	4	
3. (a)	ANNUAL IMPLEMENTATION				
	Operational Business Plans	Desk work & Rep Forum Workshop	X	4*	
(b)	Municipal Budget	Desk work & Rep Forum Workshop	X	16*	

(c)	Monitor & Evaluate	Rep Forum Workshop	X		
(d)	Reporting	Desk work	X		
	Annual Implementation		Total weeks	20*	
			Total weeks	32	

- To be done during other planning activities – no separate time requirements

ACTIVITY AND RESOURCE PLAN BUDGET

The costs of the IDP process have to be budgeted for by the Municipality. This budget serves as a basis for applying for financial contributions from Provincial and National levels. It can also help the municipal management to monitor whether the planning costs are reasonable in relation to other budget items. In case the planning costs seem to be unacceptably high, one will have to reconsider the Process Plan in order to devise a less costly process, or additional contributions must be obtained from other sources.

Crucial budget/expenditure items to be distinguished are:

- Consultant fees
- Facilitator fees
- Costs for disseminating information
- Costs for workshops and meetings
- Printing costs

SECTION 2

DISTRICT FRAMEWORK

The **District Framework** binds both the District Municipality and the Local Municipalities in the area, and is supposed to ensure proper consultation, co-ordination and alignment of the planning process of the District Municipality and the various Local Municipalities.

Each District Council must, in consultation with its Local Municipalities, adopt a **District Framework** for Integrated Development Planning in the area as a whole. The **District Framework** must be developed during a joint workshop, and is binding on both District and Local Municipalities.

A District Municipality must conduct its own Integrated Development Planning in “close consultation with the Local Municipalities in that area.” This District IDP must be aligned with the **District Framework** and the IDP processes. Proposals of local Municipalities must be “taken into account” in the drafting process.

DISTRICT FRAMEWORK PROCESS

District briefing session of IDP Managers regarding:

- IDP Planning Process and approach
- Legislation (Municipal Structures and Systems Act)
- Support Systems (shared Services Centres, etc)

All Municipalities draft tentative programmes with alignment needs

District to arrange the workshop and to compile a list of National and Provincial binding legislation and planning requirements.

District Framework workshop to:

- Co-ordinate the individual programmes and agree on the Framework Programme;
- Discuss and agree on alignment needs and mechanisms; and
- Develop and agree on legally binding legislation and relevant planning requirements

Adoption of Framework by District Municipality.

Framework to be considered and adopted by all Local Municipalities within the District boundaries.

DISTRICT FRAMEWORK CONTENT

The following is a proposed Table of Contents, with due consideration to prescriptions contained in legislation:

- Introduction
- Consultation Procedures
- Matters requiring alignment
- Binding National and Provincial Plans, Planning Requirements and Legislation
- Amendment Procedures

(a) Introduction

The following will at least be addressed:

- Purpose of the Framework
- Role players:
 - District Municipality
 - Local Councils
 - Provincial and National Government

(b) Consultation Procedures

(i) Role players

It is proposed that the following persons and structures be involved in the alignment process:

Between Local Municipalities and the District Municipality:

- **District:** IDP Manager and Chairperson of the IDP Representative Forum
- **Local Councils:** IDP Manager and Chairperson of the IDP Representative Forum;
- PIMS Centres; and
- Provincial IDP Co-ordinator

Between District/Local Municipalities and Provincial/National Government

- District IDP Manager;
- Local IDP Manager;
- Provincial IDP Co-ordinator
- Provincial/National Senior Sector Department Officials; and
- Senior Officials of relevant Service Providers (Eskom, Water Board, Telkom, etc.)

The following Alignment Process is proposed:

- District IDP Steering Committee to present alignment needs at District Framework workshop.
- At workshop:
 - Compile joint list of alignment needs and discuss mechanisms to ensure alignment;

- Agree on alignment mechanism, as well as timeframes and role players to be involved; and
- Agree on a final decision mechanism to dissolve disputes or differences between Local Municipalities and between Local and District Municipalities.
- District Municipalities to engage (meeting, written communication) with Provincial and National Departments and other stakeholders to outline District alignment needs and expectations and agree on mechanisms.
- Each municipality (local and district) to consider alignment when devising their Process Plans (Process Programme with timeframe).

(ii) Management Alignment Structure

The following Alignment Structure is proposed:

<u>DISTRICT IDP REPRESENTATIVE FORUM</u>	
• <u>Chairperson</u>	District IDP Representative Forum Chairperson
• <u>Members</u>	
-	Local IDP Representative Forum Chairpersons
-	District IDP Manager
-	Local IDP Managers
•	PIMS Centre and/or Provincial Co-ordinator

(iii) Consultation during Planning Process

The proposed process for consultation between the District Municipality and the Local Municipalities during the Five Year Planning Process is as follows:

- **Phase 1: Analysis**
District Municipalities may perform analysis related to region-wide issues and co-ordinate and align Key Development Priorities with the Local Municipalities.
- **Phase 2: Strategies**
Local Municipalities should be invited to District strategy workshops to jointly discuss the most appropriate problem-solving strategies. Provincial and National specialists and competent resource-persons from civil society could be invited to join this process, which will be facilitated by staff of the District-level PIMS Centre.
- **Phase 3: Projects**
Project and Programme planning will require co-ordination and alignment between the District and Local Municipalities.
- **Phase 4: Integration**
During this phase Local and District Municipalities will consolidate the project proposals in order to finalise their respective integrated Development plans and programmes.

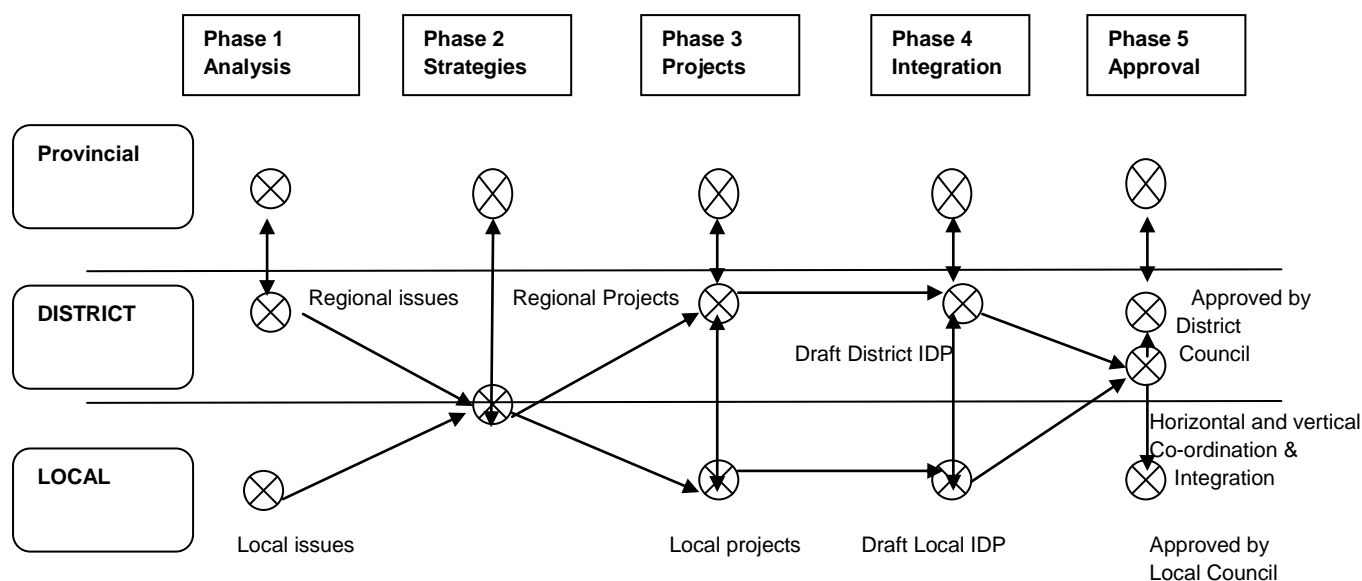
- **Phase 5: Approval**

The District will play an important role in horizontal (cross-border issues) and vertical co-ordination.

Local and District-level planning will be done parallel, but inform each other mutually, rather than in a one-sided bottom-up or top-down manner.

<u>DISTRICT ALIGNMENT ACTIVITY PROGRAMME</u>			
Phases	Alignment Activity	Local Municipality	Local Government/ Provincial/National
<u>Phase 1:</u> Analysis	Key Development Priorities	X	X
<u>Phase 2:</u> Strategies	District-level Strategy workshop	X	X
<u>Phase 3:</u> Projects	Project planning co-ordination	X	X
<u>Phase 4:</u> Integration	Integration of Sector Programme (Provincial/National)	X	X
<u>Phase 5:</u> Approval	<ul style="list-style-type: none"> • Submission of draft IDP • Comment on draft IDP • Compiling District-level Summary of local IDPs 	X X X	X X

MODEL FOR ALIGNMENT



(c) Matters requiring alignment

Matters that may require alignment may include the Integrated Development Planning process (5 phases), as well as Section 84 (1) and (2) of the Municipal Systems Act, 2000 (The Division of Powers).

LIST OF MATTERS THAT MAY NEED ALIGNMENT THROUGHOUT THE DISTRICT

- IDP Process Programmes
- IDP Process Timeframes
- IDP Table of Contents

- Five Year Planning Process
 - Phase 1: Analysis (Co-ordinate Key Development Priorities)
 - Phase 2: Strategies
 - Phase 3: Projects
 - Phase 4: Integration
 - Phase 5: Approval (Requires horizontal and vertical alignment)

- Annual implementation
 - Municipal Budgets
 - Monitoring and Evaluation
 - Reporting

- Section 84 (1) and (2) The Division of Powers
 - Electricity and gas reticulation
 - Fire-fighting services
 - Local tourism
 - Municipal airports
 - Municipal planning (IDP)
 - Municipal public transport
 - Municipal public works
 - Municipal health services
 - Water and sanitation services
 - Potable water supply systems
 - Domestic waste-water
 - Sewage disposal systems
 - Cemeteries, funeral parlours and crematoria
 - Markets
 - Municipal abattoirs
 - Municipal roads
 - Refuse removal, refuse dumps and solid waste disposal

(d) Binding National and Provincial Plans, Planning Requirements and Legislation

Provincial legislation will differ from one Province to another. It is important that Provincial plans and Legislative guidelines be assessed and listed as part of the **District Framework**.

- District Municipalities, with the support of the Provincial IDP Co-ordinator must prepare a list of Provincial legislation and other important national and provincial information for the Framework workshop.
- At the workshop, the District Municipalities must provide the above-mentioned list and familiarise the Local Municipalities with the content thereof.

The following is an example of a list of Provincial and National Sectoral Plans, Programmes and Policies:

Sector Plans, Programmes, Policies and Frameworks

- Water Services Development Plan;
- Integrated Transport Plan;
- Integrated Waste Management Plan;
- Land Development Objectives (to be replaced by spatial planning as a requirement to be incorporated as a component in the IDP)
- Housing strategies and targets;
- Coastal management issues;
- Local economic development strategies;
- Integrated infrastructure planning;
- Integrated energy planning;
- Spatial framework;
- National Environmental Management Act principles;
- Development Facilitation Act principles;
- Environmental implementation Plans; and
- Environmental Management Plans

A list of National Legislation applicable to the functions of Local Government is attached as Annexure "C"

(e) Amendment Procedures

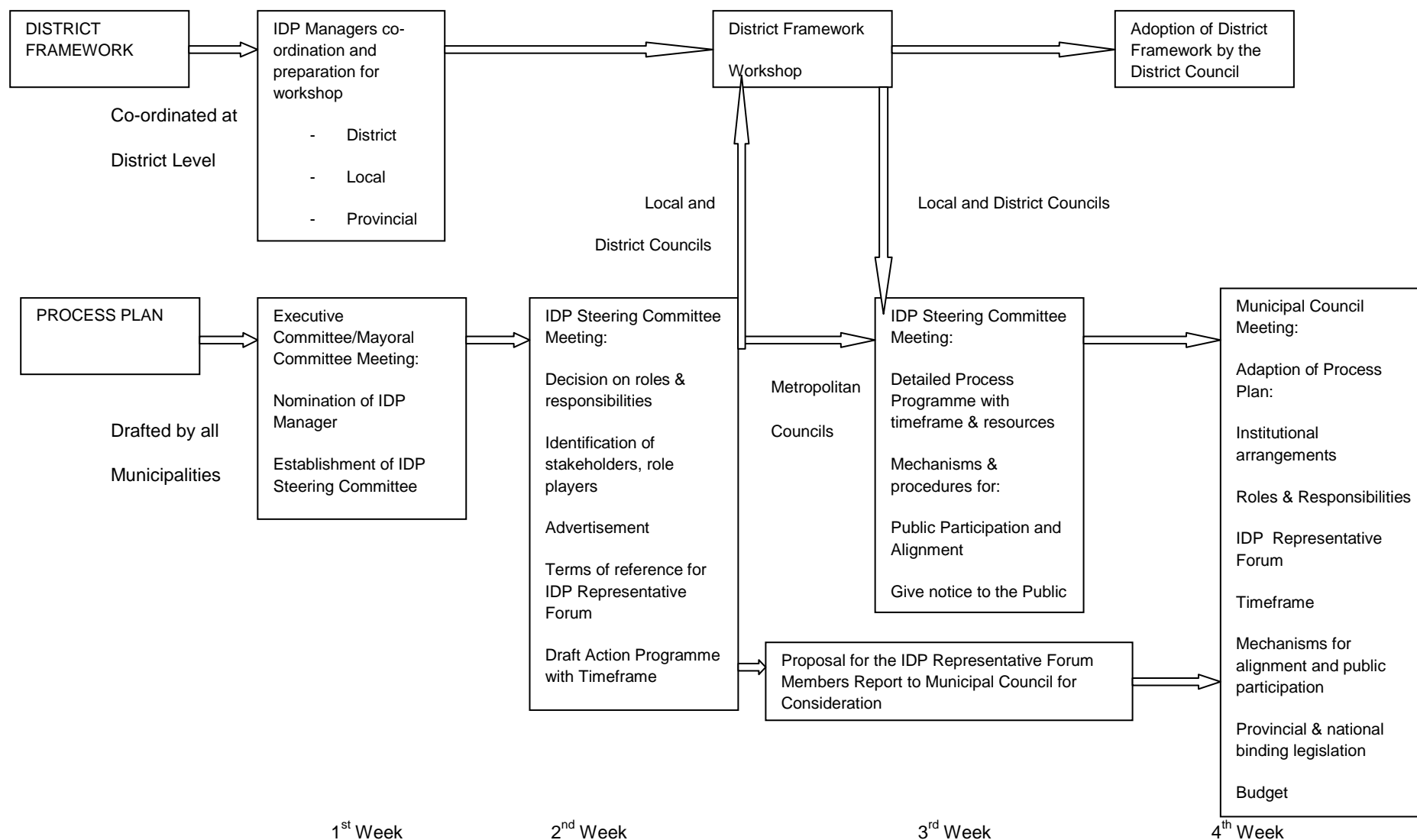
Proposed principles and procedures for monitoring of the Process Plan, and the amendment of the District Framework are as follows:

- Each Municipality will be responsible for monitoring its own Process Plan and ensure that the District Framework is being followed as agreed.
- Proposed procedures for deviations:
 - Establish a committee of IDP Managers that meet after each phase to jointly assess progress and decide on amendments;
 - Each local Municipality must inform the District Municipality of deviations from the Action Programme that affect District-wide activities (e.g. the identification of

municipal priority issues is delayed and the District-wide strategy workshop has to be postponed);

- The District Municipality has the mandate to decide when and how an amendment takes place, and therefore postpones, an activity or continues with the agreed programme; or
- All the relevant Municipalities have to agree before the Framework is amended.

TIMEFRAME FOR PREPARATION PROCESS



Roles and Responsibilities

(i) Mayor/Committee of Appointed Councillors

The Executive Committee or Executive Mayor of a Municipality or, if the Municipality does not have an Executive Committee or Executive Mayor, a committee of appointed councillors by the municipal council, must:

- Manage the drafting of the IDP;
- Assign responsibilities in this regard to the Municipal Manager; and
- Submit the draft plan to the municipal council for adoption.

These are structures already established and required by the Municipal Structures Act. The Committee of Councillors appointed by the Municipal Council (the plenary type) in terms of Section 30 of the Systems Act, is a specific structure established for purposes of the IDP. It is recommended that the responsibility for managing of the IDP be assigned to the Municipal Manager or IDP Manager on his behalf.

(ii) The Municipality

- Prepare, decide and adopt a **Process Plan**.
- Undertake the overall management and co-ordination of the planning process, which includes ensuring that:
 - All relevant stakeholders are appropriately involved;
 - Appropriate mechanisms and procedures for public consultation and participation are applied;
 - The planning events are undertaken in accordance with the set timeframe;
 - The planning process is related to the Key Development Priorities in the Municipality; and
 - National and Provincial sector planning requirements are satisfied.
- Adopt and approve the IDP.
- Amend the IDP in accordance with the requirements of the MEC for Local Government.
- Ensure that the annual operational business plans and budget are linked to and based on the IDP.

(iii) IDP Manager

The Municipal Manager or IDP Manager, on his behalf, is the responsible person for championing the Integrated Development Planning process. The selection of the appropriate person is crucial for the success of Integrated Development Planning and has to be done as the first step towards preparing the **Process Plan**, since the IDP Manager is also the responsible person for designing the **Process Plan**.

The IDP Manager should be a dedicated person that has the required experience and authority to involve all relevant role players, and would have the following responsibilities:

- Responsible for the preparation of the Process Plan.
- Responsible for the day-to-day management of the planning process in terms of time, resources and people, and ensuring:

- The involvement of all relevant role players, especially officials;
- That the timeframes are being adhered to;
- That the planning process is horizontally and vertically aligned and complies with national and provincial requirements;
- That conditions for participation are provided; and
- That outcomes are being documented
- Chairing the Steering Committee
- Management of consultants

(iv) IDP Steering Committee

The Steering Committee should be a technical working team of dedicated Heads of Departments and Senior Officials who support the IDP Manager to ensure a smooth planning process. The IDP Manager is responsible for the process, but will often delegate functions to members of the Steering Committee. In Municipalities where relevant portfolio councillors want to be part of the IDP Steering Committee, they should be included.

(1) Composition of IDP Steering Committee:

- Chairperson - Municipal Manager (or IDP Manager)
- Secretariat - Official of Municipality
- Members - Heads of Departments/Sectors and/or
- Senior officials of Municipality and/or Provincial Departments

Note:

Must also include:

- *Financial Manager;*
- *Human Resource Manager;*
- *Corporate and Legal Manager;*
- *Marketing and Communications;*

(2) The IDP Steering Committee will be responsible for the following:

- Provide terms of reference for subcommittees and the various planning activities.
- Commission research studies.
- Consider and comment on:
 - Inputs from subcommittee(s), study teams and consultants, and
 - Inputs from provincial sector departments and support providers (PIMS Centres, etc.)
- Process, summarise and draft outputs.
- Make recommendations.

- Prepare, facilitate and minute meetings. Prepare and submit reports to the IDP Representative Forum.

Note:

- *The IDP Steering Committee may establish subcommittees for specific activities and outputs which may include additional persons outside the Steering Committee.*
- *An official of the Municipality should be appointed to prepare, facilitate and document meetings. The function should be the responsibility of the Municipal Planner or similar official.*
- *For the logistics of workshops, dissemination of information and invitations, the responsible official should be supported by an administrator.*

(v) IDP Representative Forum

The IDP Representative Forum is the structure which institutionalises and guarantees representative participation in the Integrated Development Planning Process. The selection of members to the IDP Representative Forum has to be based on criteria which ensure geographical and social representation.

(1) The IDP Representative Forum composition:

- **Chairperson** – A member of the Executive Committee or the Executive Mayor or a member of the Committee of Appointed Councillors
- **Secretariat** – IDP Steering Committee
- **Members:**
 - Members of the Executive Committee/Mayoral Committee;
 - Councillors (including Councillors who are members of the District Council and relevant Portfolio Councillors);
 - Traditional leaders;
 - Ward committee chairpersons;
 - Heads of Departments/Senior officials;
 - Stakeholder representatives of organised groups;
 - Stakeholder representatives of unorganised groups;
 - Resource persons; and
 - Community representative (e.g. RDP Forum)

Note:

- *The preparation, facilitation and documentation of meetings and workshops of the IDP Representative Forum may need to be supported by professional planners, e.g. Shared Services Centres.*

District Note:

- *Similar structures will be required at District level for the District IDP;*
- *The composition of the District IDP Representative Forum should include Local Municipality representation*
 - *IDP Representative Forum Chairpersons*
 - *IDP Managers*

(2) The Forum will be responsible to:

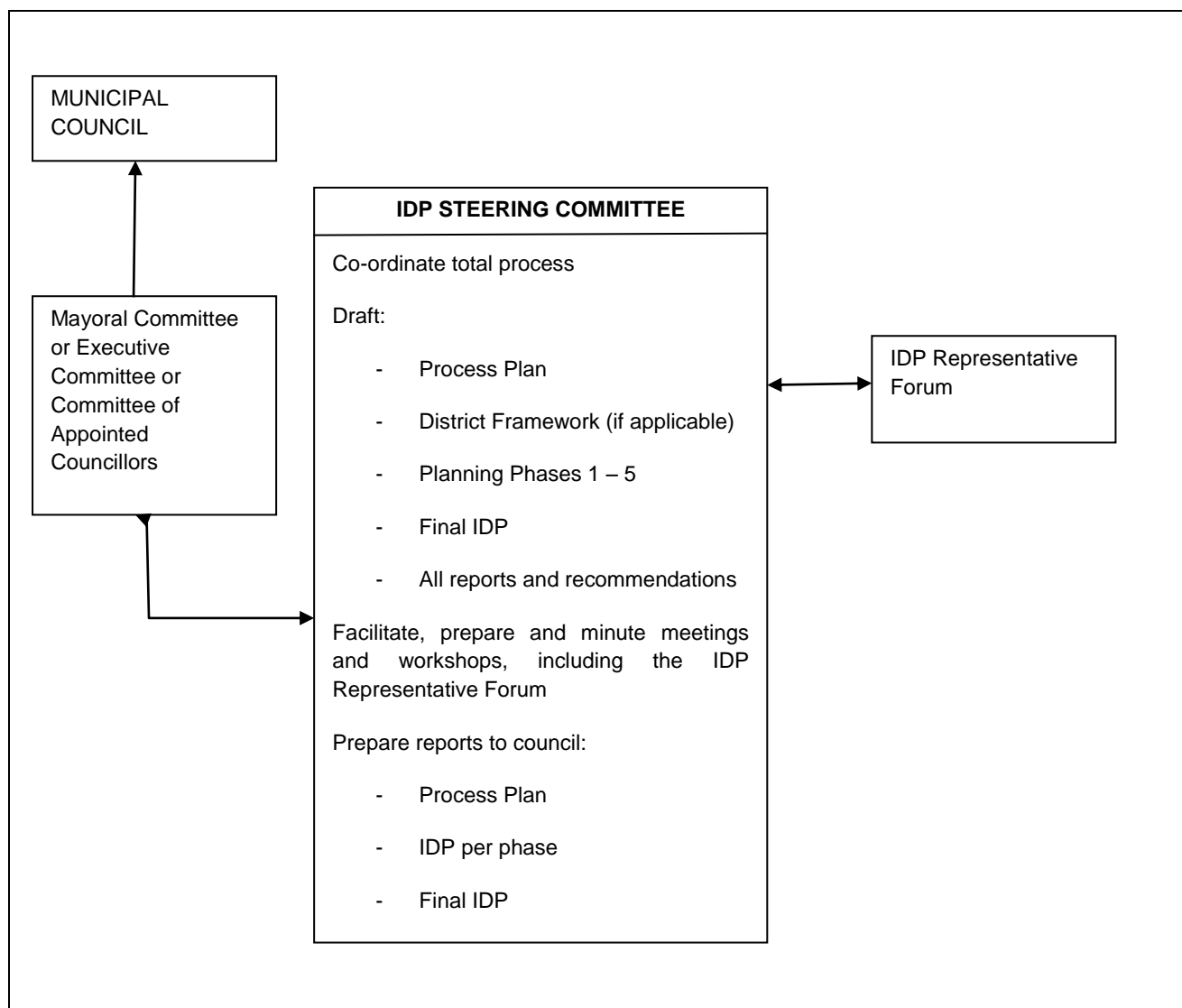
- Represent the interests of their constituents in the IDP process;
- Provide an organisational mechanism for discussion, negotiation and decision-making between the stakeholders and the Municipality;
- Ensure communication between all the stakeholder representatives; and
- Monitor the performance of the planning and implementation process.

(3) The IDP Representative Forum Code of Conduct

The Code of Conduct will at least include the following:

- Meeting schedule (frequency and attendance);
- Agenda, facilitation and documentation of meetings;
- Purpose of the Forum;
- Regular feedback to constituents;
- Required majority of approval;
- Quorum requirements; and
- Resolution of disputes (including Provincial assistance)

Proposed Co-ordination Process



(vi) Stakeholder and Community Representatives

The Stakeholder and Community Representatives have the following roles and responsibilities to fulfil:

- Participating in the IDP Representative Forum to:
 - Inform interest groups, communities and organisations on relevant planning activities and their outcomes;
 - Analyse issues, determine priorities, negotiate and reach consensus;
 - Participate in the designing of project proposals and/or the evaluation thereof;
 - Discuss and comment on the draft IDP;
 - Ensure that annual business plans and budgets are based on and linked to the IDP; and

- Monitor implementation performance of the IDP.
- Conducting meetings or workshops with groups, communities or organisations to prepare and follow-up on relevant planning activities.

Note:

The specific role of traditional leaders still needs further clarification. The roles of the “civil society” are to be seen as an opportunity rather than a responsibility or duty.

(vii) Provincial Government

The Provincial Local Government Department and Sector Departments have the following roles and responsibilities:

- Ensuring horizontal alignment of the Metropolitan and District Municipalities within the province;
- Ensuring vertical/sector alignment between provincial sector departments/provincial strategic plans and the IDP process at Metropolitan/District/Local level;
- Efficient financial management of provincial IDP grants;
- Monitoring the progress of the IDP processes;
- Facilitation of resolution of disputes related to IDP;
- Assist municipalities in the IDP drafting process when required;
- Facilitation of IDP – related training where required;
- Co-ordinate and manage the MEC’s assessment of IDPS;
- Provide relevant information on the provincial sector departments’ plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner;
- Provide sector expertise and technical knowledge to the formulation of municipal strategies and projects; and
- Engage in a process of alignment with Metropolitan and District Municipalities.

(viii) Support providers and planning professionals

Support providers and professionals such as consultants, non-governmental organisations (NGO’s), Shared Services Centres and Municipal Planning officials have the following roles and responsibilities:

- Providing methodological/technical guidance to the IDP process;
- Facilitation of planning workshops;
- Documentation of outcomes of planning activities;
- Special studies or other product related contributions;

- Support to organised and unorganised groups and communities to more effectively engage in and contribute to the planning process; and to
- Ensure the IDP is aligned with the budget and planning requirements of provincial and national departments.

(ix) District Municipality

- The District Municipality has the same roles and responsibilities as municipalities related to the preparation of a District IDP.
- Co-ordination roles regarding Local Municipalities:
 - Ensuring horizontal alignment of the IDP's of the local municipalities in the District Council area;
 - Ensuring vertical alignment between district and local planning;
 - Facilitation of vertical alignment of IDP's with other spheres of government; and
 - Preparation of joint strategy workshops with local municipalities, provincial and national role players.

NATIONAL LEGISLATION APPLICABLE TO THE FUNCTIONS OF LOCAL GOVERNMENT

GENERAL MANAGEMENT

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Constitution of the Republic of South Africa 1996	To introduce a new constitution for the Republic of South Africa and to provide for matters incidental thereto
Local Government: Municipal Systems Act, 2000	<ul style="list-style-type: none"> • To give effect to “developmental local government” • To set principles, mechanisms and processes to promote social and economic upliftment of communities and to ensure access to affordable services for all • To set a framework for planning, performance management, resource mobilisation and organisational change and community participation
Local Government: Municipal Structures Act, 1998	<ul style="list-style-type: none"> • To provide for the establishment of municipalities in accordance with the requirements relating to the categories and types of municipality, the division of functions and powers between municipalities and appropriate electoral systems • To regulate internal systems, structures and office-bearers

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Consumer Affairs (Unfair Business Practices) Act, 1996	<ul style="list-style-type: none"> To provide for the investigation, prohibition and control of unfair business practices in the interest of consumers
Local Government Cross-boundary Municipalities Act, 2000	<ul style="list-style-type: none"> To authorise the establishment of cross-boundary municipalities, to provide for the re-determination of the boundaries of such municipalities under certain circumstances and to provide for matters connected therewith
Local Government: Municipal Demarcation Act, 1998	<ul style="list-style-type: none"> To provide for the demarcation of boundaries of municipalities for the establishment of new municipalities
Municipal Electoral Act, 2000	<ul style="list-style-type: none"> To regulate municipal elections To amend certain laws To provide for matters connected therewith
Organised Local Government Act, 1997	<ul style="list-style-type: none"> To provide for the recognition of national and provincial organisations representing the different categories of municipalities and the designation of representatives to participate in the National Council of Provinces etc.
Promotion of Local Government Affairs Act, 1983	<ul style="list-style-type: none"> To provide for the co-ordination of functions of general interest to local authorities and of those functions of local authorities which should in the national interest be co-ordinated
Local Government Transition Act, 1993 REPEALED EXCEPT FINANCIAL PROVISIONS	<ul style="list-style-type: none"> To provide for matters relating to municipalities in the interim phase, powers and functions of municipalities and actions of officials and councillors
Occupational Health and Safety Act, 1993	<ul style="list-style-type: none"> To provide for occupational health and safety in the work place and the protection of persons outside the work place against hazards to health and safety arising from activities of persons at the work place

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Promotion of Access to Information Act, 2000	<ul style="list-style-type: none"> To control and regulate the right of all persons to access to information
Promotion of Fair Administrative Justice Act, 2000	<ul style="list-style-type: none"> To give effect to the right to administrative action that is lawful, reasonable and procedurally fair in terms of the Constitution of the Republic of South Africa 1996
Promotion of Equality & Prevention of Unfair Discrimination Act, 2000	<ul style="list-style-type: none"> To give effect to section 9 read with item 23(1) of Schedule 6 to the Constitution of the Republic of South Africa, 1996, to prevent and prohibit unfair discrimination and harassment To promote equality and to eliminate unfair discrimination & to prevent & prohibit hate speech & to provide for matters connected therewith

FINANCE

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Business Act, 1991	<ul style="list-style-type: none"> To repeal certain laws regarding the licensing of businesses To provide for the licensing and operation of certain businesses, shop hours and related matters
Debt Collectors Act, 1998	<ul style="list-style-type: none"> To provide for controlled debt collecting
Income Tax Act, 1962	<ul style="list-style-type: none"> To provide for the payment of taxes on incomes of persons and taxes on donations
Insolvency Act, 1936	<ul style="list-style-type: none"> To consolidate and amend the law relating to insolvent persons and their estates
Local Authorities Capital Development Fund Ordinance, 1978 READ WITH Local Government Affairs Second Amendment Act, 1993	<ul style="list-style-type: none"> To provide for the establishment and management of a Capital Development Fund and for matters incidental thereto
Municipal Accountants' Act, 1988	<ul style="list-style-type: none"> To provide for the establishment of a Board for Municipal Accountants and for the registration of

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
	Municipal Accountants and the control of their profession
Municipal Consolidated Loans Fund Ordinance, 1952 READ WITH Local Government Affairs Second Amendment Act, 1993	<ul style="list-style-type: none"> To provide for the establishment and management of a Consolidated Loans Fund as approved by the Premier
Municipal Finance Management Act, 2003	<ul style="list-style-type: none"> To regulate financial management in the local sphere of government to require that all revenue, expenditure assets and liabilities of municipalities and municipal entities are managed efficiently and effectively, to determine responsibilities of persons entrusted with local sphere financial management and to determine certain conditions and to provide for matters connect therewith
Pension Benefits for Councillors of Local Authorities Act, 1987	<ul style="list-style-type: none"> To provide the pension benefits for councillors
Public Financial Management Act, 1999	<ul style="list-style-type: none"> To regulate financial management in the national and provincial governments and, inter alia, provincial public entities
Prescribed Rate of Interest Act, 1975	<ul style="list-style-type: none"> To prescribe and regulate the levying of interest from debtors
Reporting by Public Entities Act, 1992	<ul style="list-style-type: none"> To provide for the reporting to Parliament by public entities
Value-added Tax Act, 1991	<ul style="list-style-type: none"> To provide for the taxation in respect of the supply of goods and services
Local Government Transition Act, 1993 REPEALED EXCEPT FINANCIAL PROVISIONS	<ul style="list-style-type: none"> To provide for matters relating to municipalities in the interim phase, powers and functions of municipalities and actions of officials and councillors
Local Government: Property Rates Act	<ul style="list-style-type: none"> To regulate general property valuation

ADMINISTRATION/CORPORATE AND LEGAL SERVICES

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Electoral Act, 1998	<ul style="list-style-type: none"> To manage and regulate on national, provincial and local government level
Expropriation Act, 1975	<ul style="list-style-type: none"> To provide for the expropriation of land and other property for public and certain other purposes and matters connected thereto

HOUSING

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Housing Arrangements Act, 1993	<ul style="list-style-type: none"> To provide for the establishment of a national and regional Housing Board(s) and the abolition of certain existing boards
Rental Housing Act, 1999	<ul style="list-style-type: none"> To define the responsibility of Government in respect of rental housing
Residential Landlord and Tenant Act, 1997	<ul style="list-style-type: none"> To provide for the regulation of landlord-tenant relations in order to promote stability in the residential rental sector in the province

TOWN PLANNING AND SPATIAL DEVELOPMENT

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Provision of Certain Land for Settlement, 1993	<ul style="list-style-type: none"> To provide for the designation of certain land and to regulate the subdivision of such land and settlement of persons thereon
Advertising on Roads & Ribbon Development Act, 1940	<ul style="list-style-type: none"> To control advertising on national and regional roads
Black Communities Development Act, 1984	<ul style="list-style-type: none"> To control the land use rights within the former black areas
Development Facilitation Act, 1995	<ul style="list-style-type: none"> To provide for Integrated Development Plans, reflecting current planning and to institutionalise development tribunals for evaluating applications
Physical Planning Act, 1991	<ul style="list-style-type: none"> To provide guidelines for the drafting of urban development plans
Regulations on Advertisements on or Visible	<ul style="list-style-type: none"> To control all advertising on national and regional

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
from National Roads, 1998	roads
Subdivision of Agricultural Land Act, 1970	<ul style="list-style-type: none"> To control the subdivision of farm land and agricultural holdings
Town and Regional Planners Act, 1984	<ul style="list-style-type: none"> To provide for the training and registration of professional Town Planners

SAFETY AND SECURITY

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Criminal Procedure Act, 1977	<ul style="list-style-type: none"> To consolidate and regulate procedure and evidence in criminal proceedings
Disaster Management Bill, 2000	<ul style="list-style-type: none"> To provide for an integrated, co-ordinated and common approach to disaster management by all spheres of government and related matters
Fire Brigade Services Act, 1987	<ul style="list-style-type: none"> To provide for the rendering of fire brigade services and certain conditions to the rendering of the service
Gatherings and Demonstration Act, 1993	<ul style="list-style-type: none"> To control public gatherings and procession of marches
Hazardous Substances Act, 1973	<ul style="list-style-type: none"> To control matters relating to gas, petrol and liquids
National Land Transport Bill, 1999	
National Land Transport Interim Arrangements Act, 1998	<ul style="list-style-type: none"> To make arrangements relevant to transport planning and public road transport services
Urban Transport Act, 1977, as amended 1992	<ul style="list-style-type: none"> To promote the planning and provision of adequate urban transport facilities
National Road Traffic Act, 1996	<ul style="list-style-type: none"> To regulate traffic on public roads, the registration and licensing of motor vehicles and drivers, including fitness requirements and incidental matters
Road Traffic Management Corporation Act, 1999	<ul style="list-style-type: none"> To provide in the public interest for co-operative and co-ordinated strategic planning, regulation, facilitation and law enforcement in respect of road traffic matters and to provide for matters connected therewith
Prevention of Illegal Eviction	<ul style="list-style-type: none"> To provide for the eviction of unlawful occupants of

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
from and Unlawful Occupation of Land Act, 1998	land and the protection of the rights of such occupants under certain conditions
South African Police Service Act, 1995	<ul style="list-style-type: none"> To provide, inter alia, for a municipal (city) police

HEALTH AND WELFARE

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Hazardous Substances Act, 1973	<ul style="list-style-type: none"> To control matters relating to gas, petrol and liquids
Health Act, 1977	<ul style="list-style-type: none"> To provide for the promotion of the health of the inhabitants of the Republic To render health services To define the duties, powers and responsibilities of certain authorities which render such services To co-ordinate such services
National Policy for Health Act, 1990	<ul style="list-style-type: none"> To provide for control measures to promote the health of the inhabitants of the Republic and for matters connected thereto

HUMAN RESOURCES

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Employment Equity Act, 1998	<ul style="list-style-type: none"> To promote the constitutional right of equality and the exercise of true democracy To eliminate unfair discrimination in employment To redress the effect of unfair discrimination in the work place To achieve a workforce representative of the population
Basic Conditions of Employment Act, 1997	<ul style="list-style-type: none"> To give effect to the right to fair labour practice To provide for the regulation of basic conditions of

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
	employment
Compensation of Occupational Injuries and Diseases Act, 1993	<ul style="list-style-type: none"> To regulate the categories of persons entitled to compensation for occupational injuries and diseases, and to determine the degree of disabled employees
Labour Relations Act, 1995	<ul style="list-style-type: none"> To regulate the organisational rights of trade unions, the right to strike and lock-outs To promote and facilitate collective bargaining and employee participation in decision-making To provide simple procedures for labour disputes
Skills Development Act, 1998	<ul style="list-style-type: none"> To provide for the implementation of strategies to develop and improve the skills of the South African workforce To provide for learnerships, the regulation of employment services and the financing of skills development
Skills Development Levies Act, 1999	<ul style="list-style-type: none"> To provide for the imposition of a skills development levy and for matters connected therewith
South African Qualifications Authority Act, 1995	<ul style="list-style-type: none"> To provide for the establishment of a National Qualifications Framework and the registration of National Standards Bodies and Standards Generating Bodies and the financing thereof
Unemployment Insurance Act, 1966	<ul style="list-style-type: none"> To provide for the payment of benefits to certain persons and the dependants of certain deceased persons To provide for the combating of unemployment

ELECTRICITY

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Electricity Act, 1987	<ul style="list-style-type: none"> To provide for and regulate the supply of electricity and matters connected thereto

ENVIRONMENT

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Environmental Conservation	<ul style="list-style-type: none"> To provide for environmental impact assessments

Act, 1982	and exemptions, noise control areas etc.
Environmental Conservation Act, 1989	<ul style="list-style-type: none"> To provide for the effective protection and controlled utilisation of the environment and for matters incidental thereto
National Environmental Management Act, 1998	<ul style="list-style-type: none"> To provide for co-operative environmental governance by establishing principles for decision-making on matters affecting the environment and to provide for matters connected thereto

ENGINEERING/TECHNICAL SERVICES

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Advertising on Roads & Ribbon Development Act, 1940	<ul style="list-style-type: none"> To control advertising on national and regional roads
Regulations on Advertisements on or visible from national roads, 1998	<ul style="list-style-type: none"> To control all advertising on national and regional roads
National Building Regulations and Building Standards Act, 1977	<ul style="list-style-type: none"> To provide for the promotion of uniformity in the law relating to the erection of buildings in the areas of jurisdiction of local authorities and for the prescribing of building standards
National Water Act, 1998	<ul style="list-style-type: none"> To provide for fundamental reform of the laws relating to water resources
Water Services Act, 1997	<ul style="list-style-type: none"> To provide for the rights of access to basic water supply and sanitation, national standards and norms for tariffs and services development plans